

## **COUNSELING and GUIDANCE**

- A. Definitions** . Counseling and guidance are processes in which the vocational rehabilitation counselor and client form a working alliance to assist the client in understanding how their condition affects their ability to work and develop employment goals and strategies to reach those goals. These services are designed to carry through a program of self-improvement awareness and/or adjustment to the end that the individual will make the best attainable vocational adjustment.

Referral is the process of advising an individual of the availability of programs and services of other agencies and/or professionals that might better meet the needs of the individual and, at the individual's request, facilitate the individual's constructive use of those other resources.

- B. Scope of Services** . The counseling relationship is not restricted to a discrete portion of the rehabilitation process, but continues throughout the case process from initial interview to case closure.

Through counseling, the counselor and eligible client should agree upon the most suitable job or occupational field for the client, and the services to be provided or activities to be undertaken in order to reach that objective. The counselor contributes to the objectives by assisting the client in the use of medical, educational, psychological, vocational and social data to form a realistic appraisal of present capacities, personal characteristics and work potentialities; to obtain information on labor market information, job requirements and employment opportunities; and on the basis of such information and understanding to select a vocational objective and formulate a vocational plan which will lead to the employment goal identified in the Individual Plan for Employment.

**C. Agency Expectations:**

1. Counselors will assist the client in assessing researched information to determine an employment goal through a comprehensive program of counseling and guidance; and formulating a plan to achieve that goal, along with looking at alternative courses of actions and weighing those alternatives.
  - a) Agency staff will assist in gathering and researching information so clients and counselors can make informed decisions.
2. When counseling and guidance are the only services, other than placement, to be provided, the case notes must identify the issues to be worked on. Case notes should detail the progress to resolution.

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3. Individuals will be referred to other service providers that might be able to assist in meeting their needs, as appropriate.
4. Agency staff will follow up with clients on homework to be completed before future counseling sessions can occur that require the completion of the work.
5. Counseling and Guidance should be identified on the IPE as a provision of service but the CSR is only completed identifying IVRS as providing this service when intensive counseling and guidance in status 14-0 has been provided.

**D. EXCEPTIONS:**

None.

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Iowa  
**Vocational  
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